Lesson Plan

Course Title: **Training Aids**

Total Time: 60 minutes

Objective:

Handouts:

References and Materials:

Equipment:

Content Outline	Instructor Notes

Content Outline	Instructor Notes

Content Outline	Instructor Notes

Training Aids and Visuals

Objectives

At the end of this section, the successful learner will be able to:

- Describe the training aids presented.
- Practice using at least three of these training aids.
- Identify the advantages, disadvantages, and "how to" skills for the training aids listed in this section.

Training Aids and Visuals include equipment and visual materials!

Importance of Training Aids

> ➢ Facilitate students' learning

> ➢ Ensures consistency between training sessions

> ➢ Create interest in the subject

> ➢ Simplify instruction

Reasons to Use Training Aids

> ✓ A picture is worth a thousand words

> ✓ Helps learner to understand and remember

> ✓ Makes comparisons

> ✓ Shows relationships

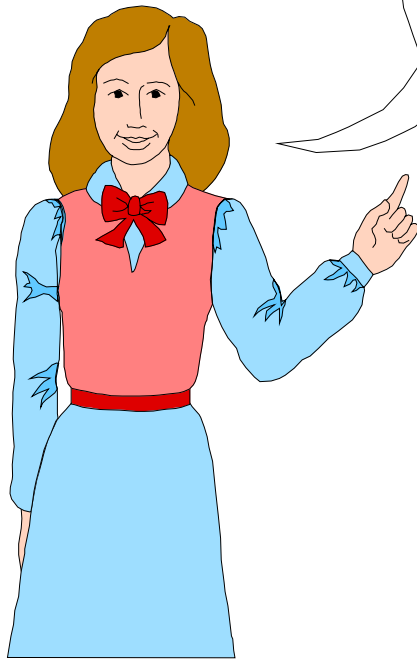> ✓ Reinforces key ideas

EXAMPLE:

This is the Metadata for This

Why People Avoid Using Training Aids

Things to Consider When Using Training Aids

Essentials for using training aid equipment

> ✓ Practice!
>
> ✓ Test equipment before class
>
> ✓ Be sure to have spare parts (e.g., bulbs, etc.)

Essentials for good visual aids:

✓ Simple and easy to understand

✓ Brief and concise

✓ Stress essential points

✓ Correct size and clearly visible

✓ Interesting

✓ Colors, spacing, etc.

✓ Applicable to the subject

Types of Training Aids

- ❖ Easel pad

- ❖ Chalk or Whiteboard

- ❖ Overhead projector

- ❖ Slide projector

- ❖ Videos and films

- ❖ Tape recorder

- ❖ Handouts

- ❖ Computer images and projection systems

- ❖ Internet

- ❖ Objects

- ❖ You!

Easel Pads

Just a few Advantages	Just a few Disadvantages
o Easy to carry around	o May be a distraction if not moved.
o Material can be posted and reused.	o Easily damaged.
o Allows material to be prepared before or during presentation.	o May require a lot of pre-work.

Tips on Using Easel Pads

1. Stand to side and maintain eye contact.

2. Don't talk to it.

3. Practice flipping and tearing.

4. Keep masking tape handy. (Pre-cut).

5. Post high on wall for reference.

6. Use light pencil notes to yourself.

7. Keep blank pages between written sheets.

8. Tag or clip edges of pages for easy reference.

9. When finished, turn to clean sheet.

10. Use as a notepad to capture ideas.

11. Cover individual entries and reveal as needed.

These are very helpful tips every instructor should follow. Can everyone hear me?
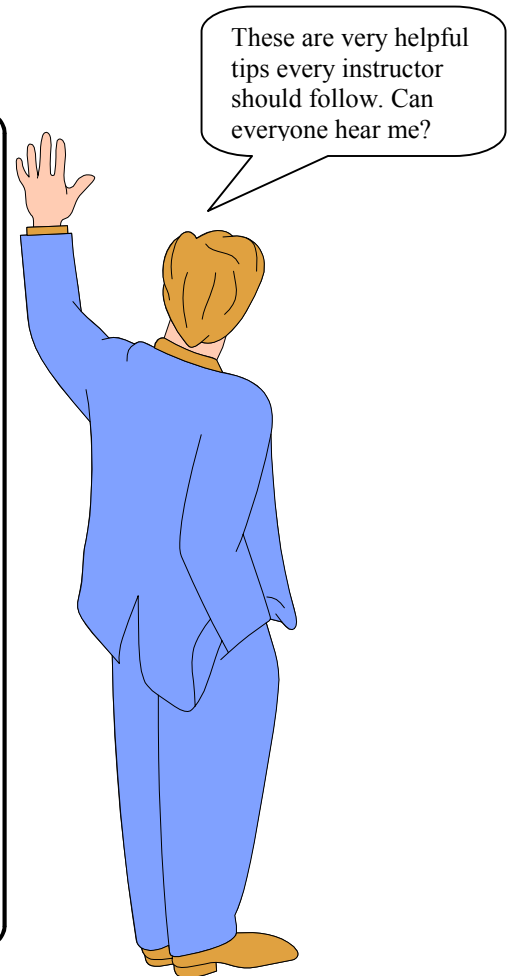
Have you seen this?

Creating Effective Easel Pads

Legibility

- ✓ Print don't use *Script.*
- ✓ DON'T USE ALL CAPITAL LETTERS.
- ✓ Size of writing must be larger than used on ordinary paper.
  - o Generally, printing should be 2 inches in height when group is 20 feet away, increasing by half an inch for every additional 10 feet.

Writing

- ✓ Do not talk to the easel pad as you write.
- ✓ Stand facing the easel pad square on, not to one side and move across as you write. Often if you stand to one side, your writing lines may curve up or down.

Symbols

- ✓ Use pictures, symbols, drawing, sketches, etc. to convey the message or supplement the words.

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Layout

- ✓ KISS – Keep It Short and Simple
- ✓ 6x6 Rule: Six lines down and six words across
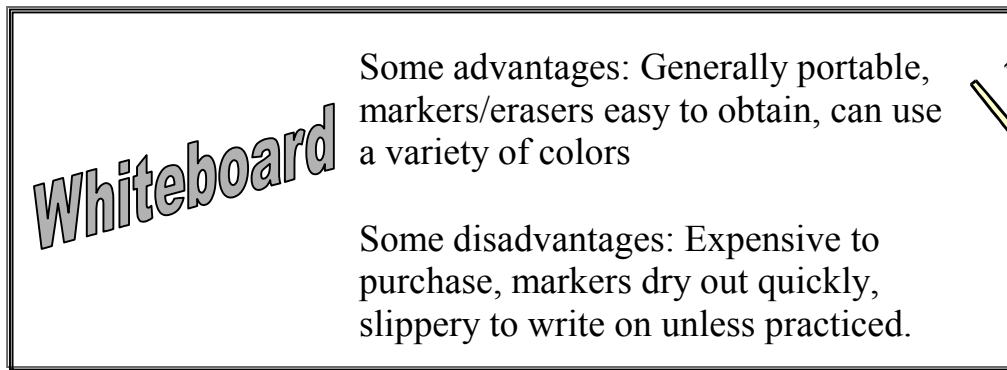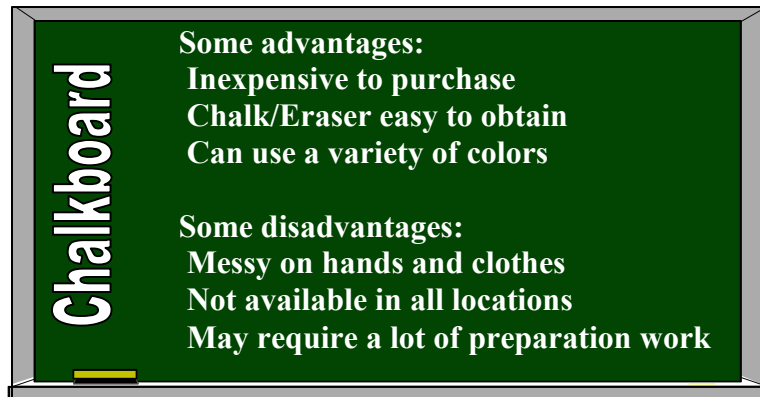- ✓ Include a title

Color

- ✓ Use bold reds, black, blues, violets, and some greens.
- ✓ Avoid pale colors – yellows, pinks, pale greens, etc.
- ✓ Use different colors for impact, to separate items, to link items, to vary the presentation, etc..

Boxes

> - ✓ Write the words first, then draw the box.
> - ✓ Very effective for impact or separation of ideas.
> - ✓ Don't overdo it!

Chalkboards and Whiteboards

Chalkboard

Some advantages:
 Inexpensive to purchase
 Chalk/Eraser easy to obtain
 Can use a variety of colors

Some disadvantages:
 Messy on hands and clothes
 Not available in all locations
 May require a lot of preparation work

CHALK

Whiteboard

Some advantages: Generally portable, markers/erasers easy to obtain, can use a variety of colors

Some disadvantages: Expensive to purchase, markers dry out quickly, slippery to write on unless practiced.

Tips on Using Chalkboards or Whiteboards

1. Don't wear dark colored clothing (chalk dust).

2. Don't talk while writing with your back to the group.

3. Slant the chalk to avoid a screeching sound.

4. Erase with up and down strokes versus side to side.

5. Before erasing, check to see that everyone has had a chance to finish copying.

6. If using porcelain boards, make sure you use the right pens.

7. Eliminate chalk buildup to avoid messy appearance.

8. Write legibly and large enough for those in back to see.

Overhead Projector

A few advantages:

- Let's speaker face group at all times.
- Instant placement or removal of information.
- May be used in normal lighting conditions.

A few disadvantages:

- Costly to purchase.
- Bulky to transport between locations.
- Requires extra preparation.

Tips on Using Overhead Transparencies

➢ Have a spare bulb and know how to put it in.

➢ Leave transparency on for a least 20 seconds.

➢ If you hear yourself start to say, "You probably can't see this", don't show it.

➢ Turn machine off when through or if a long time between transparencies.

➢ Use pencil or pen as a pointer directly on transparency.

➢ Face and talk to audience not to screen. Maintain eye contact.

➢ Lay transparency down straight.

➢ Number them in order to be used.

➢ Make notes so you know when the transparency is to be shown.

➢ If lettering is small, have handout to go with it.

➢ If someone else is handling the transparencies for you, practice or develop cues.

➢ Stack transparencies so they are separated by a sheet of paper.

➢ Use card or paper to cover later items until they are discussed.

➢ Write directly on transparency to capture topics being discussed.
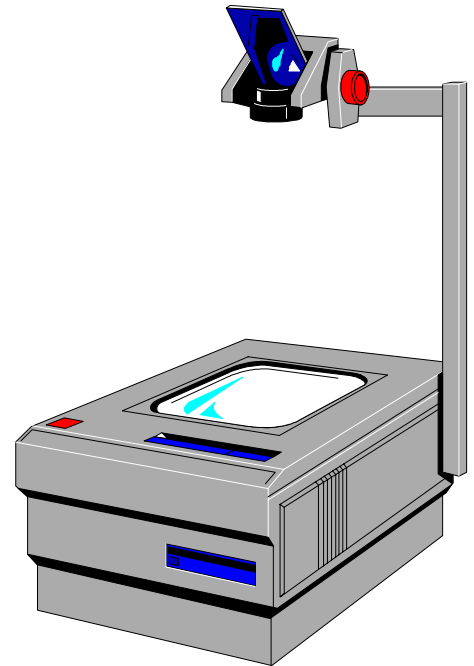
Designing Transparencies

1. Use heading or title and a few key ideas.

2. Six to eight words per line.

3. Six to seven lines per transparency.

4. ½ inch margins.

5. Keep in upper 2/3 of projection screen.

6. Letter at least 5/16 inch high.

7. Maximum of two type fonts.

8. DO NOT USE ALL CAPS. THEY ARE HARD TO READ.

9. Stand six feet away and see if you can read it.

10. Note the difference between serif and sans serif type fonts. Generally use serif for text and sans serif for headings.
   - Serif: Has ditties – This is an example of a serif type font.
   - Sans Serif: No ditties – This is an example of a sans serif type font.

11.   A   V
      V   E
      O   R
      I   T
      D   I
             C
             A
             L

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Exercise: The Pros and Cons

In your group, identify the advantages and disadvantages of using Easel Pads, Chalkboards, Whiteboards and Overhead Projectors. Write your answers using the appropriate training aid.

Advantages:

Disadvantages

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Slides

Advantages

- Simple to use
- Trainer able to set the pace

Disadvantages

- Time consuming to produce
- Not always easy to bring up to date or alter once created
- Requires darkened room
- Sometimes need a tripod for large rooms.

Tips on Using Slides

1. Make sure slides are loaded properly so you don't show one upside down.

2. Create visually appealing slides with concise message.

3. Spend more time on complex topics. Move quickly through easy to grasp points.

4. Check lighting to ensure instructor can be seen.

5. Use a wireless remote if possible or have someone advance slides for you.

6. Avoid speaking while standing next to a projector. It forces you to shout over fan noise.

7. Check location of projector so it's not in the way of audience.
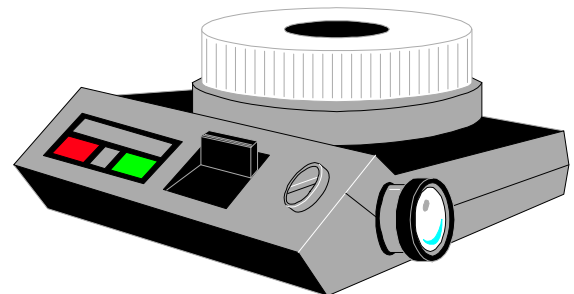
Tips for Designing Slides

- ✓ Slides project best with light type and graphics on a dark background.

- ✓ Use type size larger than that for overheads because slides are generally used in larger rooms.

- ✓ Don't put too much on a slide. Use the 6x6 rule: Six words per line, six lines per slide.

- ✓ Replace words with images.

- ✓ To check a finished slide, hold it up to the light at arm's length. If you can read it, it is probably okay.

Videos and Films

Advantages

- More information can be covered in a shorter period of time.

- Consistency. Standardized instruction.

- Closer to real–life situations.

- Gives instructor a break/rest.

- Variety, change of pace.

- Brings expert into the classroom.
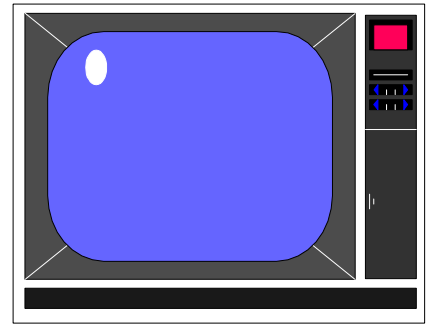
What are some disadvantages of using videos/films?
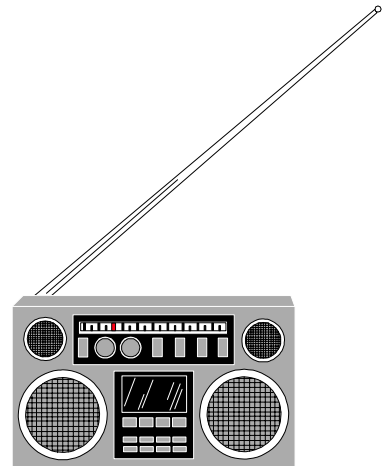
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Tips on Using Videos

✓ Instructor should always preview the video before showing.

✓ Become familiar with contents. Use video only if it supports the instructional objective.

✓ Introduce video to participants.

✓ Allow for discussion after the video is shown.

✓ If you announce you are going to show a video, show it.

✓ Prepare area and know how to use equipment. Test prior to use, if possible.
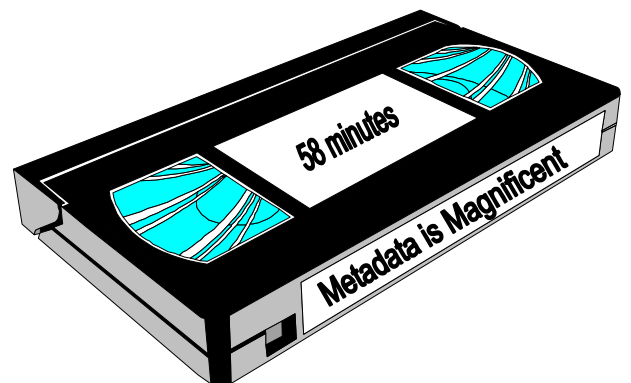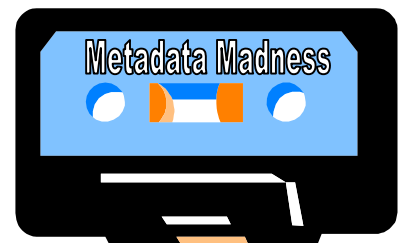
Tape Recorders

Advantages

- o Tapes inexpensive to purchase

- o Very portable

- o Adds variety to presentation.

Disadvantages

- o May require a lot of preparation time

- o Cannot be used too often

- o Player system may be expensive or difficult to move around.

How can tape recorders be used in the classroom?

Handouts

Advantages

- Inexpensive to produce
- Can provide background material not covered
- A permanent reference for participants
-
-

Disadvantages

- May require a lot of pre-training preparation.
- Can be a distraction if not timed properly.
- May contradict what the speaker is saying
- May be expensive to make multiple copies (color, etc.)
-
-

Tips on Using Handouts

a. Don't talk while handing out material.

b. Give directions before handing out material.

c. Make sure all handouts are readable.

d. Give credit to authors and sources.

e. Consider using a "handout" table.

f. Have enough.

g. Count out ahead and stack so you can distribute quickly.

h. Don't give out too many or too much.
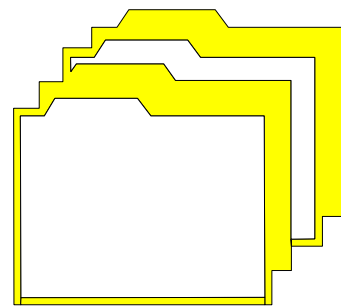
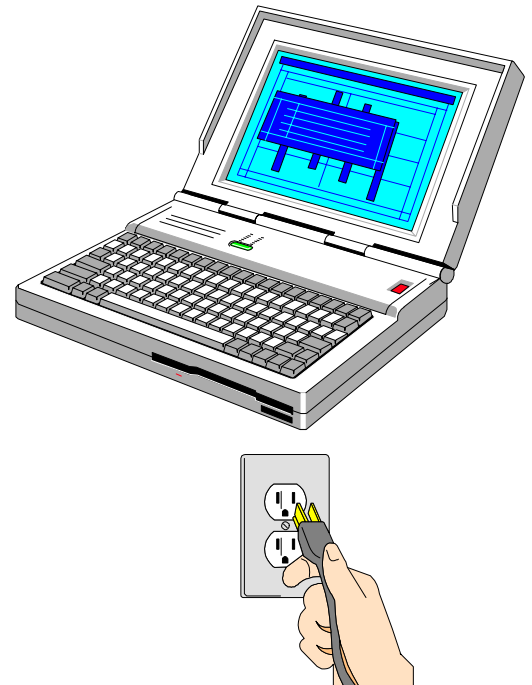# Computer Presentations

Advantages

- Instructor can set pace.

- Media is easily changed and updated.

- Most can be used under normal lighting conditions (depends on equipment).

- Generally portable.

Disadvantages

- Equipment is expensive to purchase.

- Not all locations have equipment available.

- Can compete with instructor (screen savers, sleep mode, annoying blinking items, etc.)

- Should check and use equipment prior to workshop.

Tips for Using Computer Presentations

1. Always check equipment!

2. Have spare equipment (bulbs, extension cords, etc.).

3. Remember the technology is intended to support your presentation.

4. Don't talk to the screen.

5. Maintain eye contact.

6. Make sure all images and lettering are readable.

7. Use the 6x6 rule. Maximum of Six words per line and Six lines per screen.

Types of Computer-Based Presentation Systems

1. Liquid Crystal Display (LCD) Projection Panels

2. Multimedia Projection System

3. Internet
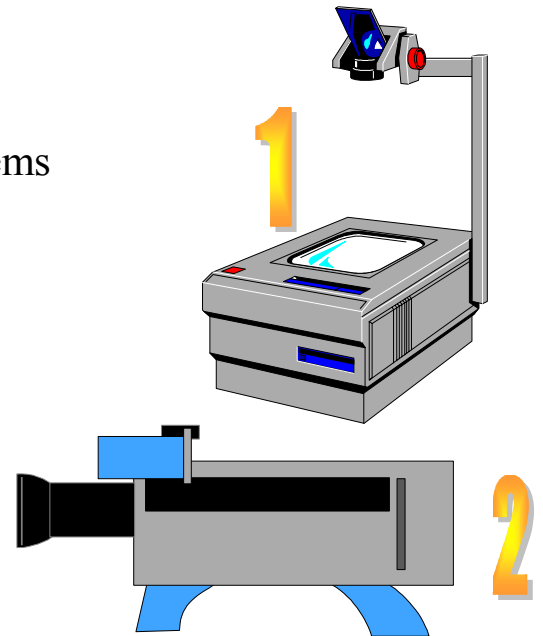
Creating Visuals with Your Computer

- Presentation software
- Drawing programs
- Paint programs
- 3-D drawing programs
- Desktop publishing and layout programs
- Photo-enhancement programs
- Screen capture programs

Tips on Using the Internet for Presentations

- Have a backup presentation in case Internet is slow or cannot be connected.
- Set up presentation so that you can just click once to go to the next screen.
- Check equipment and Internet connection beforehand.

Activity in Computer Lab

Setting up computer projection systems and LCD panels
Using Presentation Software
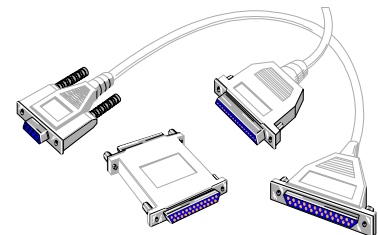
Summary

This section covered the advantages, disadvantages, and "how to" techniques for using various training aids and visuals including:

- ❖ Easel pad

- ❖ Chalk or Whiteboard

- ❖ Overhead projector

- ❖ Slide projector

- ❖ Videos and films

- ❖ Tape recorder

- ❖ Handouts

- ❖ Computer images and projection systems

- ❖ Internet

- ❖ Objects

- ❖ You!